



**CITY OF COTTONWOOD  
HISTORIC PRESERVATION COMMISSION  
COUNCIL CHAMBERS**

826 N. Main St.  
Cottonwood, Arizona 86326

**MEETING MINUTES**

Wednesday, January 26, 2022  
6:00 P.M.

**I. CALL TO ORDER**

**Chairwoman Garrison called the meeting to order at 6:00 p.m.**

**1. Roll Call**

**Historic Preservation Commission Members Present:**

Commissioner Pierce  
Commissioner Former  
Commissioner Collins  
Commissioner Stephens  
Vice Chairman King  
Chairwoman Garrison

**Historic Preservation Commission Members Absent:**

**Staff Members Present:**

Scott Ellis, Community Development Director  
Jim Padgett, Community Development Planner  
Kelly Jobe, Community Development Admin– Recorder

*Information on the above agenda items may be obtained in person from the Community Development Department, 111 N. Main Street in Cottonwood, or by calling (928) 634-5505.*

*A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission will not consider written materials submitted less than three working days before the meeting.*

*Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A)(3) and (4) for discussion and consultation for legal advice with the City Attorney.*

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## 2. Approval of Minutes: November 17, 2021 Meeting

***Motion: To approve minutes***

***Made by: Commissioner Collins***

***Second: Vice Chairman King***

***Approved Unanimously***

### II. Informational Reports & Updates –

Director Ellis stated there is one open seat for this Commission that needs to be filled. There are three (3) open seats for the Planning & Zoning Commission, as soon as those are filled, the joint meeting with Planning & Zoning will be scheduled. It may be March or April.

Chairwoman Garrison stated the Old Town Center for the Arts is doing Historic Trivia on January 29<sup>th</sup> at 7:00 pm. She stated more information is on their website.

### III. Call to the Public – None

### IV. Special Presentations – None

### V. Old Business: None

### VI. New Business:

**Consideration of an application for a Landmark Certificate from Steve and Denise Schley to Landmark a property at 922 N. 2nd St.**

***Motion was made to table the Landmarking for this property until next meeting.***

***Made By: Commissioner Stephens***

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*Second: Commissioner Pierce*

***Roll Call Vote:***

*Commissioner Pierce - Aye  
Commissioner Former – Aye  
Commissioner Collins - Aye  
Commissioner Stephens - Aye  
Vice Chairman King - Aye  
Chairwoman Garrison - Aye*

*Unanimously Carried*

**VII. Discussion Items:**

**1. Revisions to the HPC Bylaws –**

Planner Padgett stated the revisions to the HPC Bylaws will be taken to City Council February 15<sup>th</sup> and will bring back to the Commission meeting on February 23<sup>rd</sup>. He asked the Commission to go over them and advise him of any comments or suggestions right away.

**2. Cottonwood Historic Property Tour Recap**

Planner Padgett stated there were not many videos sold, but thankfully the Edward Jones sponsorship was a great addition. He stated that the initial cost of setting up the website was a onetime fee, so that will not be an ongoing cost.

Commissioner Collins stated May is Historical Preservation month. He suggested to get something going for May and just have a booth outside for the Walkin On Main event in November.

Commissioner Former stated the Commission has been conservative due to the Corona Virus, maybe this year is the time to go the opposite way and really dig in by having an open type tour bus to tour the properties.

Chairwoman Garrison stated there needs to be a committee formed ASAP. She asked staff if the Property Tour could be a City Budget item. She stated this Commission is asked to be fundraisers and it is difficult to do.

Director Ellis stated he would bring it up to the Finance Team and get back to the Commission.

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### 3. SHPO Grant

Planner Padgett stated the Grant is for \$20K, \$12,000 from the State Historic Preservation Office Grant and \$8,000 is coming from the City. He stated last year they used the 2021 funds for the Updated design guidelines. This year they will focus on the residential areas. He stated there are a lot of buildings that are reaching their 50-year-old mark and that Landmarking is not just for Old Town, it will include everything that meets the criteria within Cottonwood City limits. The scope of work has been sent out to contractors and he is hoping to bring updates to the next meeting. He stated the Grant work must be completed by the end of September 2022.

Chairwoman Garrison stated it would be beneficial to have the contractor add Cottonwood Addition, Scott Addition, and Smelter City Subdivisions in the scope of work. She stated there may be different guidelines for different subdivisions.

### Suggested Topics for Future Meetings:

Commissioner Collins requested to have the following on agendas for discussion: All Committee updates including sponsorship advertising updates and the Cottonwood Historic Property Tour.

Vice Chairman King motioned for Chairwoman Garrison to remain Chairperson for the Commission. Commissioner Collins 2<sup>nd</sup>. Unanimously Approved

Commissioner Stephens motioned for Commissioner Collins to be Vice Chairman. Commissioner Pierce 2<sup>nd</sup>. Unanimously Approved.

### ***Motion: To adjourn***

***Made by: Vice Chairman King***

***Second: Commissioner Collins***

### **ADJOURNMENT at 7:10 p.m.**

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